

Abington Public Library

Meeting Minutes

October 17, 2016

Called to Order: 7:04 pm

Attendees: Betty Henderson, Vice Chairman
Laura Nuttall, Recording Secretary
Gail Bergin
Mary Gillis
Gerry Haas
Jake O'Neill
Barbara McLaughlin
Carrie Murray
Deborah Grimmett, Library Director
Absent: Henry DiCarlo, Chairman

Minutes for the meeting held on September 12, 2016 were reviewed by the board.
MOTION to accept the September 12, 2016 minutes was made by Gerry, seconded by Carrie and accepted unanimously with one abstention.

Chairman's Report

-Henry is unable to attend tonight so Betty will be the Chairman for the meeting.

Library Director's Report

-Monthly financial and statistical reports- Finances look good. Due to the closing of the Business Place on Lincoln Blvd., the number of faxes that the staff has been helping the public with has increased dramatically. Lots of people who are not usual Library patrons have been coming in to send faxes. Outgoing faxes are \$1.00 per page including the cover page. Statistics are still running lower but the Study Rooms are very busy and Museum Pass usage is up.

-Programming Update-Toddler Time is very full. Drop-in Toddler Time has had 40-50 kids. The election for Fly Guy or Pete the Cat will be coming up. Lego Club has started. The programs by Ted Reinstein and Gary Hylander were well attended. Gary Hylander will be having one more presentation Thursday night.

Abington Reads 2017 will feature the book “Lost in Shangri-la” by Mitchell Zuckoff. He will be at the APL on March 27, 2017. Other Abington Reads programs are being worked on and a full schedule will be out soon. The Friends are sponsoring a program on November 3, 2016 called Cooking with Chocolate.

-Friends of the Library-Mailings for Friends have gone out.

-OCLN-Members Council meeting is next Thursday.

Building Issues

-Updating the Copeland Room-The carpet in the Copeland Room has been cleaned. Deb is going to start looking to buy new light weight tables with wheels on them. It is getting to hard to set up and take down the old heavy tables.

-Study Rooms-Installing the white boards and art work is all that remains to be done to complete the Study Rooms now.

-HVAC-The new compressor has been ordered. The boiler has been turned on manually so the heat is ready to go.

-Roof-All is good with the roof.

-Recognition Wall-The Recognition Wall is all done.

-Town Electrical Project-The new lights in the public areas of the Library are working out very well. The new lights in Tech Services and Deb’s office are on timers and keep going off which is causing some problems especially when it is not busy. Deb is going to look at the manual that came with the lights to see if the timer can be extended.

-Portico-The portico is getting fixed now.

-Shrubs-One of the small windows in the Copeland Room was broken sometime between Oct. 1 and Oct. 3. The security camera was not able to see the person or people that broke the window because the shrubs were too tall and the columns were in the way. The police and BCI are investigating. Deb was able to get trial court personnel to cut the bushes down so that the security camera will have full view of the front of the building. The window will be replaced and will cost \$318.65.

Current Library Issues

-Impact of New School Construction-There was another issue today with contractors parking in Library spaces. Deb spoke with the supervisor of the construction site and he is going to speak to the contractors.

Old Business

-Public Computer Deployment-Deb, Sandy, Amy and Wayne have been trying to work on getting the new computers up and running. Everyone has been very busy with other things so Deb is going to contact Infranet to help get the computers ready for public use. The ten new licenses for the public computers for Microsoft Office will be bought by the Friends for \$29.00 each through the charitable software company, Tech Soup.

-Garden Fund-Henry is working on putting together a fundraiser for the Garden Fund.

-Reference Librarian Search-The personnel committee met and interviewed the final candidate for the Reference Librarian position. They will make their decision in the next few days. Thanks to Betty, Gail, Barbara and Sandy for the work they do on the personnel committee.

-Substitute Search-Ann Bunszell is the new substitute Library Assistant at the APL. She is being trained now and will be available to work Monday and Tuesday days, some evenings and Saturday's. Welcome Ann!

New Business

-FY18 Budget-The FY18 Budget is due at the end of October. The Town Manager has asked to have a Level Service Budget and a Requested Budget prepared. Raises and a realistic Building Maintenance and Repair Budget added about two and a half percent to the FY18 Requested Budget. There are no non-union staff raises in the Level Service Budget. FY15 was the last raise for the non-union staff. **MOTION to put a non-union staff raise that is equivalent to the union staff raise into the Level Service and Requested Budget was made by Jake, seconded by Gail and accepted unanimously.** The final Budget will be voted on

at the next meeting. Deb is also going to be talking to the Town Manager about adding a staff position in the Children's Room. She would like to add a part time outreach position. The Strategic Plan calls for more school visits and outreach into the community and the Children's room staff cannot add more outreach to the already full schedule.

-Security Cameras-New security cameras have been purchased due to the vandalism that occurred recently. The cost will be \$500-\$600. The cameras will be placed under the portico, facing the front door and facing the parking lot. The wires were strung while the portico walls were down and they are all set for when the cameras arrive.

-Meeting Room Display Policy-The Meeting Room Display Policy will be ready at the next meeting.

-Other-The Strategic Plan was submitted.

-Other-The sprinklers that are located at Reilly Field, Town Hall and the Library use well water. No municipal water is used to water the lawn. Many patrons have asked about the sprinklers and the Library has no control of the system.

Next Meeting:

November 14, 2016-Regular Meeting to be posted for 7:00pm.

December 12, 2016-Regular Meeting to be posted for 7:00pm.

MOTION to adjourn at 8:26 pm was made by Barbara, seconded by Gerry and accepted unanimously.